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REGULATION

24 March 1954

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REPORTS MANAGEMENT

1. GENERAL

This regulation establishes policies, standards and procedures for the management of Agency reporting requirements. It supplements Regulation [____] and Handbook HB [____] which state in broad terms the policies and methods of administering the Agency-wide Records Management Program. This Program encompasses the creation of records, their maintenance and use, and their disposition. Reports management is an aspect of records creation.

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2. PURPOSE AND POLICY

The goal of the CIA Reports Management Program is threefold:

(1) Eliminate and prevent unnecessary reporting.

(2) Insure that instructions, forms, and procedures for necessary reporting are clear and complete to provide simple, direct reporting methods.

(3) Improve the quality of reports.

In brief, reports management means fewer reports, better reports, at less cost.

3. DEFINITIONS

a. Report - Any written narrative, tabular, punch card, or graphic information transmitted from one organizational element to another.

b. Administrative or Management Report - A report which provides for administrative or management control over an activity or operation.

c. Recurring Report - Either a periodic report which conveys essentially the same type of information regularly at prescribed intervals, or a situation report which is prepared upon each occurrence of an event of certain prescribed characteristics.

4. PROGRAM SCOPE

a. A program for controlling and improving reports shall be established and maintained within each Headquarters' component. The scope of each component (area) program shall cover as a minimum:

All requirements for administrative or management reports placed upon, or received from:

    (1) Other Headquarters' components.

    (2) _____ or field activity.

    (3) Any organization, Federal or private, outside CIA.

b. This minimum places emphasis on managing recurring administrative or management reports. However, this should not preclude applying reports management principles to requirements for one-time reports or reports which provide for the collection, production and dissemination of intelligence.

5. PROGRAM ESSENTIALS

Area programs shall provide for the following essentials:

a. An analysis of each reporting requirement at the time an area program is established.

b. A review of any proposal to impose a new or revised reporting requirement upon another Agency organizational element. Such review shall be performed by either:

    (1) The Chief of the originating component.

    (2) A reports review panel composed of representatives from those offices concerned with the proposed reporting requirement.

    (3) The originating component's Area Records Officer.

c. A review of each new or revised reporting requirement within six months after its establishment.

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d. An annual review of each reporting requirement to ensure that it is economically serving the purposes for which it was established.

e. The establishment and maintenance of a central file of case folders on each reporting requirement covered by an area program.

6. RESPONSIBILITIES

a. The Deputy Directors (Administration), (Intelligence), (Plans), the Director of Training, and the Assistant Directors for (Communications) and (Personnel) shall ensure that area programs are installed and continued within their components. In general an area program will be administered at each level where an Area Records Officer has been appointed. Programs for those elements not serviced by an Area Records Officer will be administered by a member of the Office of the Comptroller.

b. Chiefs of components having area programs shall:

    (1) Determine whether program scope shall exceed that defined in this regulation.

    (2) Ensure that a program to meet the requirements of this regulation is installed and continued.

    (3) Provide program progress reports upon request.

c. The Comptroller shall:

    (1) Plan, develop, and direct the broad aspects of a continuing Agency-wide Reports Management Program.

    (2) Formulate the general policies, procedures and standards for area reports management programs.

    (3) Collaborate with operating and staff officials in planning area programs to meet the specific needs of components, and provide guides and personal assistance for installing and continuing these programs.

    (4) Provide material and personal guidance for on-the-job training, or collaborate with the Director of Training on courses in the methods and techniques of reports management.

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(5) Collaborate with Area Records Officers and other
operating personnel in conducting studies, develop-
ing and implementing reporting systems, and writing
report directives, or coordinate these activities
when reporting requirements of Agency-wide signifi-
cance are involved.

(6) Evaluate area programs and recommend methods to
increase their effectiveness.

(7) Apprise higher authority of over-all program pro-
gress and benefits.

d. Area Records Officers shall:

(1) Collaborate with Records Analysts of the Office of the
Comptroller in installing and maintaining the program.

(2) Assume direct responsibility for the program's con-
tinuance upon its installation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
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